

Early Childhood Preschool Lead Teacher – 3 months (August 25 - November 22) transitioning to Early Childhood Permanent Substitute

Type: Full-time

Lead Teacher: Begins August 22 through November 22 in Preschool, covering a maternity leave.

Permanent Sub: Begins after Thanksgiving, helping in the Early Childhood classrooms.

Supervisor: Head of Early Childhood

Mission Statement

Catherine Cook empowers students from preschool through eighth grade to be adaptive, confident, and productive stewards of an evolving world. Our community engages with ideals of cultural competence, progressive academics, ethical literacy, and innovation designed to inspire personal excellence and compassionate leadership.

Diversity Statement

Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.

Job Description

Catherine Cook School is seeking a preschool lead teacher to work in our preschool classroom until November 22, when you would transition to the Early Childhood Permanent Substitute. Our preschool classrooms are part of the Early Childhood program. Our classrooms consist of one Lead Teacher and one Teaching Assistant. They work together to build warm, respectful, and supportive relationships with children and cultivate a safe and stimulating learning environment.

Applicants from diverse backgrounds are particularly encouraged to apply. Likewise, applicants who have supported diverse learners in inclusion or special education settings are highly encouraged to apply as well. All applicants must also be open to being part of a learning community and remain engaged in discussions around diversity, equity, and inclusion. Major responsibilities include:

The Early Childhood assistants and lead teachers are an integral part of the instructional staff and are expected to collaborate with the grade level team. The following list outlines some expectations for teachers in early childhood. Since teachers all have different approaches, needs, and strengths, ongoing communication is essential to a well-functioning classroom. In general, the Teacher's responsibilities are to:

- Share responsibility in the preparation of daily plans and teaching materials.
- Acquire knowledge of the current curriculum and implement the curriculum practices in the classroom.
- Conduct daily small-group activities and share responsibility for large-group activities and use appropriate adult/child interaction strategies with all children.
- Collects required anecdotes and information for required student portfolios.
- Participate in parent-teacher conferences.
- Help prepare classrooms before and after school
- Be alert to children's needs and respond appropriately
- Share observations and insights about children and activities with the teaching team

- Contribute ideas and talents to the classroom and school community
- Lead and assist with activities/lessons with groups of children
- Arrive on time and be prepared
- Participate in professional development
- Maintain confidentiality of students, parents, and school matters
- Adhere to school policies in the Catherine Cook Faculty Handbook and contract

Preferred Skills and Experience

- Understanding and experience with early childhood's developmentally appropriate practices
- Flexible and willing to adapt to change at short notice.
- Use initiative to solve problems when they arise and are willing to make decisions based on the best interest of students.
- Expertise in building active, collaborative classroom programs that encourage problem-solving and critical thinking skills and develop a sense of classroom community and trust.
- A solid understanding of elementary school organizations, programs, and students.
- Comfortable with the use of technology as an academic tool.
- Ability to improvise lessons in emergencies where the teacher is unable to provide lesson plans.
- Positive and helpful attitude

Qualifications

- Bachelor's Degree in Early Childhood or Elementary Education
- Experience working with students at the Early Childhood level as a Lead Teacher in a school setting
- Willingness to learn and grow professionally

Catherine Cook School's educational program focuses on the whole child. Establishing and maintaining positive relationships with children is the foundation of our pedagogical approach. The curriculum must be developmentally appropriate and support the growth of knowledge, skills, and personal assets of children.

Visit www.catherinecookschoo.org to learn more about our school and culture to see if you'd be a good fit. Catherine Cook School is an equal opportunity employer. All applicants will receive communication regarding their applications.

Qualified applicants can submit a cover letter and resume to Abby Acuna, Early Childhood Coordinator and Senior Kindergarten Team Leader at aacuna@ccookschool.org.